

**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT  
HVAC MAINTENANCE CONTRACT  
BID SPECIFICATIONS FOR DISTRICT 02  
BRIDGE CITY, LA**

DOTD SPECIFICATIONS  
DATED AUGUST 9, 2010

**A. SCOPE OF WORK**

These specifications are for a Full-Coverage Service contract for the heating, ventilating and air conditioning (HVAC-Trane) system at the Louisiana Department of Transportation and Development District 02 Regional Transportation Management Center, 10 Veterans Memorial Boulevard, New Orleans, Louisiana 70124. The contractor shall perform all maintenance service, either to repair or replace components that prove defective or become worn under normal use on a Monthly Fixed Fee Basis. This service shall be provided on a 24 hour, 7 day basis to include Holidays. A list of planned preventive maintenance items is provided herein but is not intended to limit the scope of work necessary to keep the equipment operational.

The contractor will provide complete mechanical maintenance in accordance with the terms and conditions set forth in these specifications and the maintenance recommendations of the equipment manufacturers. The contract will consist of furnishing all labor, component parts, equipment, and materials for the routine maintenance, repair and/or replacement of all equipment pertaining to the HVAC systems.

The contractor shall be responsible for the maintenance, repair, and replacement of all electrical and pneumatic control circuits pertaining to the operation of the HVAC system and units covered under these specifications. Electrical components such as compressors, fan motors, contactors, air handler motors, pumps and pump motors, heating strips, and all components associated with the HVAC system will receive routine maintenance and complete repair or replacement under the terms and conditions provided for under this contract. Any equipment installed during the comprehensive monthly maintenance will become part of the scope of work for comprehensive monthly maintenance at the prices bid.

Replacements and/or repairs to satisfy the comprehensive monthly maintenance must be performed in the most expedient manner possible (including outside of normal business hours and on weekends) and in accordance with industry standards and to the satisfaction of the Department. Normal preventive maintenance must take place between 8:00 A.M. and 3:00 P.M., Monday through Friday, excluding Department holidays. The contractor shall be free to start and stop all primary equipment incidentals to the heating and air conditioning systems, but any shutdown of primary heating and cooling equipment must be mutually agreed upon by the contractor and a Department representative. The contractor will furnish a detailed estimate of downtime for all major repairs.

**B. TERM OF CONTRACT**

The contract will be awarded to one contractor. The contract will be in effect for a one year period beginning with date of award. At the option of the Department and acceptance by the contractor, this contract may be extended for two (2) twelve month periods not to exceed thirty-six (36) months.

**C. EQUIPMENT SCHEDULE**

1. Tracer Summit Building Management Systems (BMTS)  
Trane Model BMTX001 AAB001, Serial # E09C51 035
2. Trane Indoor Modular Climate Changer Air Handler  
Model MCCB012GAKOBOSA, Serial # K08m34624A
3. Trane Indoor Modular Climate Changer Air Handler  
Model MCCB017GAKOAOSA, Serial # K08M34618A
4. Trane Indoor Modular climate Changer Air Handler  
Model MCCB021, Serial # K08M34611A
5. Trane Indoor Modular Climate Changer Air Handler  
Model MCCB035GAKOAOSA, Serial # K08M346094A
6. Air Cooled Series R <sup>TM</sup>  
Trane, Mode RTAC 1404URONUAFNL 1W, Serial # U09B02995
7. Pumps (2)  
Baldor Electric Inc., Model 10 HP

**D. PREVENTIVE MAINTENANCE**

Preventive maintenance inspection and service shall be scheduled and performed on equipment to keep all systems operating at optimum comfort and efficiency levels. Maintenance intervals will be monthly. The contractor shall review all HVAC equipment Operation and Maintenance manuals to determine if any additional specific work must be performed on a periodic basis to the HVAC equipment other than the items listed in the attached maintenance checklists.

Annual Service for Building Automatic System to include:

- General Tasks
- Review trends
- Configurable Controller Controls Review
- AHU-VAV Controls Review
- Air Cooled Chiller Controls Review
- Building Controller controls Review
- Operator Workstation
- Programmable Controller Controls Review

Mid Season Service to include:

- General Tasks
- Review trends
- Building Controller Controls Review
- Operator Workstation

M Series Annual Service to include:

- AHU Visual Equipment Inspection

- Supply Fan Inspection (Air Handler)
- Condensate Drip Pan Treatment
- Condensate Inspection
- Evaporator Coil Cleaning
- Check Damper
- Electrical Inspection (AHU)
- Megger Supply Fan with VFD (Intellipak)
- Start Up Seasonal Heating (Electric)

Quarterly M Series Service to include:

- AHU Visual Equipment Inspection
- Supply Fan Belt Inspection
- Condensate Drip Pan Treatment
- Condensate Inspection
- Coil Inspection (Climate Changer)

RTAC Annual Service to include:

- Initial Site Inspection
- Review Diagnostics
- Electrical inspection (RTA\*)
- Control Panel Calibration Check
- Oil Level Check (Screw Machines)
- Compressor Starter Inspection (Wye-Delta Closed Transition) Series R Air Cooled
- Compressor and Oil Separator Heater check
- Flow/Differential Switch Check
- Compressor check (HeliRotor compressors)
- Condenser Fans check RTA\*
- Condenser Coil Check
- Oil Return Operation Check
- Oil Analysis Per Circuit
- Low Temperature Sensor Calibration
- Leak Test Inspection (Positive Pressure)
- Coil Cleaning Water (Applied)
- Techview/Kestrel View Connection, or compatible
- Run Service Report from Kestrel View, or compatible
- Techview/Kestrel View Disconnection, or compatible

RTAC Quarterly Inspection Service to include:

- Site Inspection
- Techview/Kestrel View connection, or compatible
- Review Diagnostics
- Run Service Report from Kestrel View, or compatible
- Condenser Fans check RTA\*
- Condenser Coil check
- Techview/Kestrel View Disconnection, or compatible

\*NOTE: The contract is to abide by all refrigerant laws in place at the time of service. Neither State of Louisiana nor any of its employees will assume responsibility of the contractor's non-compliance.

Pump Maintenance to include:

- Monthly checks

**E. SYSTEM ANALYSIS**

System analysis will be performed on the HVAC system, to detect early signs of deteriorating performance and to predict potential equipment failure. Upon identifying any potential problem areas, corrective actions will be taken by the contractor to keep equipment operating. System analysis will also include periodic calibration checks of system components to ensure that the equipment and systems are performing optimally. Any sensors or instruments calibrated by the contractor should be recorded on the inspection report for that month identifying the technician performing the calibration and the date of the calibration.

**F. EMERGENCY SERVICE**

The contractor will make emergency service available on a continuous 24-hour basis. Response time is not to exceed two (2) hours. The contractor is required to maintain a point of contact for service twenty-four (24) hours per day, seven (7) days per week including holidays. If the trouble call is made after normal business hours, the contractor has the option to respond at the start of the next business day provided the failing equipment can be safely shut down and a backup system is properly holding the load needed during that time.

**G. REPAIR AND REPLACEMENT PARTS**

The contractor shall furnish and install all necessary refrigerant, lubricants, oil, etc. required to maintain the HVAC system in proper operating condition at no additional cost to the Department. Under this contract and at no additional cost to the Department, all equipment necessary for the operation of the HVAC system will be repaired with new parts, or reconditioned components if approved by the District Maintenance Engineer. Parts, maintenance procedures and workmanship will be those as recommended by the manufacturer of the equipment and professional trade standards.

**H. WARRANTY CLAUSE**

The contractor will be responsible for providing the manufacturer's standard warranty on all parts and labor.

**I. SUPPLEMENTAL SERVICE**

Additional services upon request and proper authorization by Department personnel will be invoiced by the contractor at the contractor's prevailing billing rate as listed below, and will remain in effect during the complete contract year.

Straight time ----- per working hour  
Time and one-half ----- per working hour  
Double time ----- per working hour

Note: The working hour rate is defined as the number of hours on site needed to complete the task. Working hour should not be confused with man hours.

**J. QUALIFICATIONS OF CONTRACTOR**

The contractor shall have all the necessary licenses required by the city, parish and state to perform the work required by these specifications on equipment listed in section C. The contractor must be a licensed HVAC service contractor and authorized to service Trane Systems. Service personnel must have at least five (5) years experience on the specified equipment. The contractor must certify their company is qualified and their technicians are trained and certified for the maintenance services and refrigerant handling. Technicians must be certified per federal, state and/or local regulations for related work tasks. A copy of the appropriate licenses may be required to be submitted to the Department prior to the commencement of the contract, if requested.

Public liability insurance and workmen's compensation shall be carried by the contractor and a certificate of insurance shall be furnished within ten days after notification. The limits of such insurance shall be as follows and shall be from a company licensed to do business in the State of Louisiana (see attached insurance requirements).

**K. WRITTEN REPORTS**

The contractor shall provide to Department personnel, a written report of all work performed for each inspection, repair, or emergency call.

**L. TERMINATION OF CONTRACT**

The Department reserves the right to terminate the contract prior to the end of the period indicated on the notice upon thirty (30) days written notice, for unsatisfactory service or for failure to meet the required specifications. All services prior to effective date of termination shall be paid for by the Department in accordance with the terms of the contract whereupon all obligations of both parties to the contract shall cease.

**M. SITE EXAMINATION**

The contractor shall accept equipment covered in this contract in an "As is Condition." The prospective bidders **must** inspect all equipment to familiarize themselves with the current condition of equipment and the facilities for which they serve. In order to schedule your job site visit, please contact Mr. Nicholas B. Silvey at 504-483-8508 to make an appointment. The address for the site visit is LA Department of Transportation and Development, District 02 Regional Transportation Management Center, 10 Veterans Memorial Boulevard, New Orleans, LA 70124. A jobsite visit certification form is attached and **must** be submitted with the bid.

# MANDATORY JOB SITE VISIT CERTIFICATION

Vendor must contact Nicholas B. Silvey at 504-483-8508 to schedule inspection.

This signed statement certifies that the vendor named below has visited the job site and is familiar with all conditions surrounding fulfillment of the specifications for this project.

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Vendor's Company Name

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Vendor's Signature

Louisiana Department of Transportation & Development

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DOTD Agency Signature

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Date

NOTE: This certification must be signed by vendor and DOTD representative and submitted with proposal. Failure to do so will result in non-consideration of bid.

A signed letter from the DOTD representative stating that vendor has visited the jobsite may be substituted for the above.